

SECRET

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NO CHANGE in Class. ☐
☐ DECLASSIFIED

Class. CHANGED TO: TS S (C) SEP 22 1950

Acting Executive

DDA Memo, 4 Apr 77

Management Officer

Auth: DDA REG. 77/1703

Date: 220378 By: 025

Intelligence Integration Division, Office of Special Operations.

1. At the request of the Assistant Director for Special Operations, a survey of the Intelligence Integration Division has been made to determine the staffing requirements of the Intelligence Integration Division and the possible application of machine techniques to the activities of that Division.

2. In early 1949, the Office of Special Operations and Management Staff made a survey of Intelligence Integration Division processing. It was determined that the routing of incoming documents to Foreign Divisions for action and subsequent classification and indexing resulted in several months delay before the information in the documents was available to other Foreign Divisions through normal registry procedure. This situation required the Intelligence Integration Division to check several Divisions and in some cases available information was not located in time to satisfy urgent requirements. As a result of the 1949 survey, the procedure was changed to conform to a procedure proposed by Intelligence Integration Division officials in 1947 whereby pertinent information contained in incoming documents would be classified and indexed prior to forwarding to the Foreign Divisions for action. This new procedure was successfully extended to Foreign Divisions as staffing of Intelligence Integration Division permitted.

3. Of the material processed under the former procedure, more than 100,000 documents which have not been classified and indexed, remain in the Foreign Divisions. As a result, a duplication of effort by Registry and Foreign Division personnel is required to service requests and there is no assurance that such requests will be satisfied in a timely manner. It is most essential that all those documents be classified and indexed as soon as possible.

4. Staff and Foreign Division Chiefs recommended, and Management Staff concurs, that Foreign Divisions should not maintain files of any documents, index cards or other material except that which pertains to Special Operations Agents; memoranda should be prepared by the Registry in response to name check requests; dossiers for personalities of new interest should be established and maintained on a current basis; lists received by various Foreign Divisions containing names of several thousand individuals should be transferred to Registry index cards; and indexes inherited from various predecessor organizations should be consolidated and merged into the Registry's main index as rapidly as possible.

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5. In order to provide personnel for processing new materials on a current basis; processing as rapidly as possible material in Foreign Divisions which has not been classified and indexed; and to provide personnel for specialized projects, the attached table of organization was prepared, based on increased workload and current production.

6. Consideration was given to the application of the punched-card method to Registry indexing problems and to special projects in support of the Office of Special Operations activities. It appears that all of the operations pertaining to the preparation and filing of current, backlog and special projects index cards could be facilitated through the use of punched-card procedures and methods. Once the main index is composed of punched-cards, advantages could be realized through automatic sequencing of the index, automatic replacement of cards, and automatic listing of the contents of the index when necessary. The operation of checking the main index for names requested, etc., would remain on a manual basis. Further studies are being made to develop tentative procedures and it is planned to test such procedures on the machines installed in L Building. These tests will be used to definitely determine the value of the punched-card procedures and the findings will be submitted in a separate report.

7. It is recommended that the attached table of organization, Tab A, be approved.

/s/
[REDACTED]

25X1A9a

Attachment: Tab A

OK subject to
our ability to support
the increase financially.

/s/ L.T.S.
22 Sept.

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